



CALIFORNIA
DEPARTMENT OF
EDUCATION

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JACK O'CONNELL

State Superintendent of
Public Instruction

PHONE: (916) 319-0800

August 13, 2004

Dear County and District Superintendents and Chief Business Officials, Charter School Administrators, and County Auditors:

CALENDAR OF KEY DEADLINES FOR 2004-05 APPORTIONMENTS

For your planning purposes, we are enclosing the *Calendar of Key Deadlines 2004-05 School District and County Office of Education Apportionments*, and the *Calendar of Key Deadlines 2004-05 Charter School Apportionments*, which provide due dates for the various apportionment documents and other reports necessary for the California Department of Education (CDE) to determine funding for local educational agencies.

We are required by law to certify apportionments by very specific dates. Receiving your information by the deadline helps ensure that your apportionment will reflect the most current data. Please review the calendar of key deadlines for data submission guidelines and due date changes. If you have corrections once the information has been sent, please contact CDE apportionment unit staff immediately. A copy of these deadlines can be found at <http://www.cde.ca.gov/re/ca/fc/>. An up-to-date listing of CDE apportionment staff can be found at <http://www.cde.ca.gov/fg/sf/rl/recontacts.asp>.

All revenue, attendance, and tax data submitted for 2004-05 will be collected through the Principal Apportionment data collection software. The Principal Apportionment Tax Software is due to be released in mid-October, and the Principal Apportionment Attendance and Principal Apportionment Revenue Software are due to be released in early November.

Please remember to use the Principal Apportionment Revenue Software version 2003-3.18 when submitting revenue limit Annual Apportionment data for fiscal year 2003-04. Prior period corrections should be submitted through the appropriate software or form for that fiscal year.

If you have any questions about the calendar or the Web site, please contact Julie Brucklacher, Manager, Principal Apportionment and Special Education Office, at (916) 322-5906 or by e-mail at jbruckla@cde.ca.gov. For questions regarding Categorical Programs, please contact Julie Klein, Manager, Categorical & Grants Management Office, at (916) 323-1314 or by e-mail at jklein@cde.ca.gov.

Sincerely,

Cindy S. Chan, Administrator
Office of Principal Apportionment & Special Education
School Fiscal Services Division

CC:bh
Enclosures